

State of Arkansas CONTRACTORS LICENSING BOARD



Residential Builders New Application

\$100.00 Filing Fee - NON-REFUNDABLE

MAIL TO:

CONTRACTORS LICENSING BOARD
4100 RICHARDS ROAD
NORTH LITTLE ROCK, ARKANSAS 72117

Main Phone Number (501) 372-4661

FAX Number (501) 372-2247

Web Site: www.arkansas.gov/clb

**PLEASE READ THE INSTRUCTIONS (pages 2) BEFORE COMPLETING THE
APPLICATION**

RESIDENTIAL BUILDERS

INSTRUCTIONS / CHECKLIST

Your completed application must be in this office ten (10) business days prior to a committee meeting to be reviewed. If your application is not complete, you have 90 days from the date we receive the application to send the missing items. After the 90 days, another application and another fee will be required.

1. If you are applying for **both Commercial and Residential** contractors licenses **STOP HERE!!**
Download the Commercial New Application and follow the instructions for a commercial contractor. The web site is www.arkansas.gov/clb.
2. Complete Application (*all lines need to be filled in, if one does not apply to you enter "N/A"*)
 - (a) Complete pages 3, 7 and 8.
 - (b) Appropriate business style affidavit & affidavit regarding bidding signed and notarized (pages 9 and 10). We cannot accept a notarized statement more than 90 days old.
3. \$100.00 filing fee made payable to the Contractors Licensing Board. (**NON-REFUNDABLE**)
4. Three (3) written references (pages 4, 5 and 6 forms provided). The references should not be from a supplier or banker, unless they have actually observed your work and can describe it. **The references must show four (4) years appropriate experience in construction. The experience must justify the issuance of a Residential Home Builder's license. THE INDIVIDUALS GIVING THE REFERENCES, NOT THE PERSON APPLYING FOR THE LICENSE, MUST COMPLETE THE REFERENCE FORMS.**
5. Copy of the Arkansas Business and Law test score. **Please refer to page 12 & 13 for more information about the test. The license can be approved but not released without this passing test score.**
6. **CURRENT** compiled balance sheet less than one (1) year old. **DO NOT SEND INCOME STATEMENTS.** The balance sheet must be in the name of the applicant obtaining the license and must be signed by the owner, officer, member or partner of that company. Only Sole Proprietorships can submit a personal balance sheet and the balance sheet **must exclude** your personal residence and retirement accounts includes stocks and bonds and cash value of life insurance. **All balance sheet statements must show POSITIVE NET WORTH. If you need a form to use for the balance sheet please feel free to download the form on our web page www.arkansas.gov/clb. If you have a Schedule "L" from your corporation tax return you may use form instead. (No other tax forms will be accepted other than the Schedule "L").**
7. If you are applying as a Corporation, LLC, or LP you will also need to attach a copy of the Articles/Filings from your entity's Secretary of State's Office. If you have registered a fictitious name for this company you will need to attach a copy of the fictitious name registration.
8. All applicants must provide proof of current Worker's Compensation insurance coverage by submitting a current certificate of insurance verifying Worker's Compensation insurance coverage. **The license can be approved but not released without this Worker's Compensation insurance certificate.**

2.

Do not write in this space - CLB OFFICAL USE ONLY

Filing Fee: _____

ID#: _____

Residential Builders New Application

PRINT NAME OF COMPANY OR NAME OF INDIVIDUAL (IF APPLYING AS A SOLE PROPERIORSHIP) AS YOU WISH IT TO APPEAR ON LICENSE. IF YOU ARE APPLYING AS A CORPORATION, LLC, OR LLP YOU MUST USE THE EXACT NAME AS REGISTERED WITH THE SECRETARY OF STATE OFFICE. APPLICANTS MUST CONDUCT THEIR CONTRACTING BUSINESS UNDER THE EXACT NAME SHOWN UPON THEIR LICENSE

ANSWER ALL OF THE FOLLOWING QUESTIONS, IF A QUESTION DOES NOT APPLY TO YOU ENTER "N/A":

Company or Individual Name _____

D/B/A Name _____

(Doing Business As)

Indicate the type of entity seeking a license by circling one of the choices below:

INDIVIDUAL CORPORATION PARTNERSHIP LLC LP OTHER _____

If applying as Corporation / LLC, list the Federal ID# _____

Mailing Address _____ City _____ State _____

Zip Code _____ County/Parish _____

Name of Person to Contact with Any Questions _____

Contact Phone _____

Fax Number _____

E-mail Address _____

Complete the following with information for the person that will take or has taken the Business & Law Exam

Name _____ Social Security # _____

How long have you been with this company? _____ Position held with this company _____

Check one of the following: _____ Full time paid employee (with W-2 income)

_____ Officer, member, or partner of the company and is actively involved in the day to day operations

_____ Sole Owner

REFERENCE INFORMATION

(The individual giving the reference, not the person applying for the Arkansas Contractor's License, must complete this form and complete it legibly.)

APPLICANT NAME & ADDRESS as shown on application

(GIVE DETAILED ANSWERS)

**THE PURPOSE OF THIS FORM
IS TO VERIFY WORK
EXPERIENCE, NOT CREDIT
HISTORY.**

1. Are you related or affiliated to the owners of the company or any of the employees? Yes ____ No ____
If yes, you are not eligible to complete this form. STOP!!!
2. If this is a new company, or you are giving a reference for an employee of a company, list the individual you are verifying work experience for: _____
3. To your personal knowledge, how long has the individual or company been performing the type of work listed in this reference? _____
4. List the kinds of work this company or individual has completed that you are aware of. Be very detailed: _____

5. List any projects this company or individual has completed of which you have first hand knowledge: (be specific—list the name of project(s), dollar amount and sq. ft. if applicable, and date that the project(s) was done).

6. Has this company or individual ever failed to complete a project or job that you are aware of? Yes ____ No ____
If yes, explain _____

7. In your own words describe this company or individual's overall performance and ability to meet the customers needs.

8. Would you recommend this individual or company to be a licensed contractor? Yes ____ No ____ If the answer is no, why?

9. Has this individual or company ever failed to pay for materials, employees or subcontractors that you are aware of ?
Yes ____ No ____ If yes, give details: _____

Reference givers name & address: (Print)

Signature _____

Date _____

Phone No. _____

REFERENCE INFORMATION

(The individual giving the reference, not the person applying for the Arkansas Contractor's License, must complete this form and complete it legibly.)

APPLICANT NAME & ADDRESS as shown on application

(GIVE DETAILED ANSWERS)

**THE PURPOSE OF THIS FORM
IS TO VERIFY WORK
EXPERIENCE, NOT CREDIT
HISTORY.**

2. Are you related or affiliated to the owners of the company or any of the employees? Yes ____ No ____
If yes, you are not eligible to complete this form. STOP!!!
2. If this is a new company, or you are giving a reference for an employee of a company, list the individual you are verifying work experience for: _____
3. To your personal knowledge, how long has the individual or company been performing the type of work listed in this reference? _____
4. List the kinds of work this company or individual has completed that you are aware of. Be very detailed: _____

5. List any projects this company or individual has completed of which you have first hand knowledge: (be specific—list the name of project(s), dollar amount and sq. ft. if applicable, and date that the project(s) was done).

6. Has this company or individual ever failed to complete a project or job that you are aware of? Yes ____ No ____
If yes, explain _____

7. In your own words describe this company or individual's overall performance and ability to meet the customers needs.

8. Would you recommend this individual or company to be a licensed contractor? Yes ____ No ____ If the answer is no, why?

9. Has this individual or company ever failed to pay for materials, employees or subcontractors that you are aware of ?
Yes ____ No ____ If yes, give details: _____

Reference givers name & address: (Print)

Signature _____

Date _____

Phone No. _____

REFERENCE INFORMATION

(The individual giving the reference, not the person applying for the Arkansas Contractor's License, must complete this form and complete it legibly.)

APPLICANT NAME & ADDRESS as shown on application

(GIVE DETAILED ANSWERS)

**THE PURPOSE OF THIS FORM
IS TO VERIFY WORK
EXPERIENCE, NOT CREDIT
HISTORY.**

3. Are you related or affiliated to the owners of the company or any of the employees? Yes ___ No ___
If yes, you are not eligible to complete this form. STOP!!!
2. If this is a new company, or you are giving a reference for an employee of a company, list the individual you are verifying work experience for: _____
3. To your personal knowledge, how long has the individual or company been performing the type of work listed in this reference? _____
4. List the kinds of work this company or individual has completed that you are aware of. Be very detailed: _____

5. List any projects this company or individual has completed of which you have first hand knowledge: (be specific—list the name of project(s), dollar amount and sq. ft. if applicable, and date that the project(s) was done).

6. Has this company or individual ever failed to complete a project or job that you are aware of? Yes ___ No ___
If yes, explain _____

7. In your own words describe this company or individual's overall performance and ability to meet the customers needs.

8. Would you recommend this individual or company to be a licensed contractor? Yes ___ No ___ If the answer is no, why?

9. Has this individual or company ever failed to pay for materials, employees or subcontractors that you are aware of ?
Yes ___ No ___ If yes, give details: _____

Reference givers name & address: (Print)

Signature _____

Date _____

Phone No. _____

APPLICANT'S INFORMATION

Note: The Word "You" means, for the purpose of the following questions, this organization, any officer of the company, the qualifier of this company, you, or anyone who owns 10% or more of the entity.

1. Indicate the type of entity seeking a license by circling one of the choices below:

INDIVIDUAL CORPORATION PARTNERSHIP LLC LP OTHER_____

2. How long has your organization been in business as a contractor under your present business name? _____

3. How many years of work experience does the trade or classification qualifier for this license have? _____

Yes___ No___ 4. Have you ever failed to complete any work awarded to you? (See definition of "you" above) **If yes, attach separately a statement of circumstance.**

Yes___ No___ 5. Have you ever been an investor, partner or officer of some other organization that failed to complete a construction contract? (See definition of "you" above) **If yes, attach separately the name of the individual, other organization and reason for failure.**

Yes___ No___ 6. Have you filed bankruptcy or were you a part of any other organization that has filed bankruptcy within the last ten (10) years? (See definition of "you" above) **If yes, attach an explanation as to why bankruptcy had to be filed along with a copy of the document prepared by your attorney listing the creditors and a copy of the bankruptcy discharge.**

Yes___ No___ 7. Have you ever been convicted of a felony? (See definition of "you" above) **If yes, attach separately details and an explanation.**

Yes___ No___ 8. Do you or any construction related entity in which you own 10% or more, have any outstanding liens, judgments, or pending litigation? (See definition of "you" above) **If yes, attach separately details and an explanation.**

Yes___ No___ 9. Have you ever had a contractors license or been associated with a contractors license in this or any other state? (See definition of "you" above) **If yes, attach separately details.**

Yes___ No___ 10. Have you ever been penalized, or disciplined by the Arkansas Contractors Licensing Board or the Arkansas Residential Committee? (See definition of "you" above) **If yes, attach separately details and an explanation.**

Yes___ No___ 11. Have you ever had a contractors license revoked, suspended or surrendered in this or any other state? (See definition of "you" above) **If yes, attach separately details.**

Yes___ No___ 12. Do you knowingly employ individual(s) without legal authority to work in the United States? (See definition of "you" above)

Yes___ No___ 13. Do you knowingly hire workers, as independent contractor(s), who do not have legal authority to work in the United States? (See definition of "you" above)

Yes___ No___ 14. Are you legally authorized to work in the United States? (See definition of "you" above)

Yes___ No___ 15. Do you understand that the failure to comply with the Federal law on the hiring, as employees or as subcontractors, of workers without legal authority to work in the United States can lead to the revocation of your contractor's license in the State of Arkansas? (See definition of "you" above)

Yes___ No___ 16. Does this applicant have any employees?

Yes___ No___ 17. Does the applicant have Workers Compensation Insurance?

CORPORATION, LLC, or LP DATA:

Date Company Incorporated _____

* Date Registered at Arkansas Secretary of State (501-682-3409) as a Foreign Entity _____

(*This process must be completed before you begin work in the State of Arkansas if you are a foreign entity.)

President _____ SSN _____

Vice-President _____ SSN _____

Secretary _____ SSN _____

Treasurer _____ SSN _____

OR

PARTNERSHIP DATA:

Date Partnership Formed _____

State whether partnership is general, limited or associated: _____

List all stockholders, members, or partners who own 10% or more interest in this entity (please print each name) along with their Social Security number or EIN# if a Company or LLC.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AFFIDAVIT FOR COMPANY (Corporation, LLC, LP or Partnership)

I, _____, being duly sworn/affirmed, state under oath:

(Name of Owner/Officer/Member/Partner)

That I am _____ of _____;

(Position held)

(Company Name)

Further, that the foregoing statement of experience and all statements contained within this application, including attachments are true and correct; Further, that I am familiar with the books and records of the above mentioned company showing its financial condition; that the financial statement(s) and any accompanying financial data attached hereto (or submitted separately) are taken from the books and records of said company and form a true and accurate statement of the financial condition of said company as of the date shown; Further, that the foregoing statements of experience and financial condition are submitted to the Contractors Licensing Board or the Residential Building Contractors Committee for the express purpose of inducing the Board or Committee to license the applicant as a contractor in the State of Arkansas, and that any depository, vendor or state agency is hereby authorized to supply such Board or Committee with any information necessary to verify these statements. Any agency of the State of Arkansas is authorized to release to the Contractors Licensing Board, or its representative, or the Residential Building Contractors Committee, or its representative, any information necessary to show proper compliance with A.C.A. § 17-25-101 et seq., or A.C.A. § 17-25-501 et seq.

(Applicant Signature Here)

State of _____

County of _____

Acknowledged before me, this _____ day of _____, 20____.

My Commission expires: _____

(Notary Public Signature) & Seal

AFFIDAVIT FOR INDIVIDUAL

I, _____ being duly sworn/affirmed, states under oath:

(Individual's Name)

That the foregoing statement of experience and all statements contained within this application, including attachments are true and correct; Further, that the financial statement(s) and any accompanying financial data attached hereto (or submitted separately) are taken from my books and records and form a true and accurate statement of my financial condition as of the date shown; Further, that the foregoing statements of experience and financial condition are submitted to the Contractors Licensing Board or the Residential Building Contractors Committee for the express purpose of inducing the Board or Committee to license the applicant as a contractor in the State of Arkansas, and that any depository, vendor or state agency is hereby authorized to supply such Board or Committee with any information necessary to verify these statements. Any agency of the State of Arkansas is authorized to release to the Contractors Licensing Board, or its representative, or the Residential Building Contractors Committee, or its representative, any information necessary to show proper compliance with A.C.A. § 17-25-101 et seq., or A.C.A. § 17-25-501 et seq.

(Applicant Signature Here)

State of _____

County of _____

Acknowledged before me, this _____ day of _____, 20____.

My Commission expires: _____

(Notary Public Signature) & Seal

AFFIDAVIT REGARDING BIDDING OR PERFORMANCE OF WORK RESIDENTIAL BUILDERS NEW APPLICATION

I, _____, being duly sworn/affirmed, states under oath: that, he or she is
(Name of Owner/Partner/Officer/Member)
_____ of _____
(Position Held) (Company Name)

the applicant named herein; that with respect to any **Residential** construction in the State of Arkansas:

The Applicant:

1. Is not now a party on any contract for such work.
2. Does not have outstanding any such work or any bid for such work.
3. Will not bid, contract or perform any such work until such time as the applicant is approved and a license has been issued to the applicant.

(Signature of individual owner, partner, member or a responsible officer)

State of _____

County of _____

Acknowledged before me, this ____ day of _____, 20____.

My Commission expires: _____

(Notary Public Signature) & Seal

IF YOU DO NOT HAVE A LICENSE AND YOU HAVE BID OR CONTRACTED ANY WORK REQUIRING AN ARKANSAS CONTRACTORS LICENSE, YOUR BID MUST BE WITHDRAWN OR YOUR CONTRACT VOIDED (PROOF MUST BE SUBMITTED TO OUR OFFICE) BEFORE THIS AFFIDAVIT CAN BE TRUTHFULLY EXECUTED.

IF YOU HAVE ANY WORK IN PROGRESS THAT REQUIRES AN ARKANSAS RESIDENTIAL BUILDERS CONTRACTORS LICENSE YOU MUST COMPLETE THE FOLLOWING QUESTIONS BEFORE THIS AFFIDAVIT CAN BE TRUTHFULLY EXECUTED.

List Project Name & Address:

When Project Started: _____

Dollar Amount of Project: _____

******The submission of an incomplete or false affidavit constitutes fraud or deceit in obtaining a license and may result in the revocation of your license.******

CHECKLIST OF HELPFUL NUMBERS

FOR CONTRACTORS PLANNING TO OPERATE IN THE STATE OF ARKANSAS

THE FOLLOWING IS A LIST OF REGULATORY AGENCIES TO WHICH YOU COULD BE RESPONSIBLE WHILE DOING BUSINESS IN THE STATE OF ARKANSAS OR COULD BE HELPFUL TO ANSWER QUESTIONS YOU MAY HAVE ABOUT YOUR BUSINESS.

CONTRACTORS LICENSE

Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117
Telephone: (501) 372-4661

CORPORATE FRANCHISE TAX

Note: All Corporations are required
to register and pay franchise
taxes.

Secretary of State
Victory Building, Ste 250
1401 W Capitol
Little Rock, AR 72201
Telephone: (501) 682-3409

INDIVIDUAL INCOME TAX.....

Individual Income Tax Section
Revenue Division
Department of Finance & Admin.
P O Box 3628
Little Rock, AR 72203
Telephone: (501) 682-7272

CORPORATE INCOME TAX

Corporation Income Tax Section
Revenue Division
Department of Finance & Admin.
P O Box 919
Little Rock, AR 72203
Telephone: (501) 682-4775

SALES & USE TAXES

Sales and Use Tax Section-Revenue Division
Department of Finance & Administration
P O Box 1272
Little Rock, AR 72203
Telephone: (501) 682-7104

UNEMPLOYMENT COMPENSATION..

Arkansas Employment Security Division
P O Box 8007
Little Rock, AR 72203
Telephone: (501) 682-3276

WORKERS COMPENSATION

Arkansas Workers Compensation Commission
4th & Spring Streets, PO Box 950
Little Rock, AR 72203-0950
Telephone: (501) 682-3930 or 800-250-2511

Arkansas Business & Law Test

(Instructions)

The test is given by an independent testing company (Prometric). If you have questions about the test or need more information beyond what is furnished here please call them at 888-763-0131.

Registration Instructions:

1. Call 1-888-763-0131 or visit www.experioronline.com
2. Register for **ARO4 Program name.**
3. **Exam Code 100.**
4. The operator will assist you in finding the nearest Testing Center.
5. The test is administered 6 days a week (M-F 8:00 a.m. -8:00 p.m., Sat 8:00 a.m. - 4:00 p.m.)
6. Payment – Prometric will accept VISA, MasterCard, American Express or a check can be drafted from your checking account (have a check ready for relaying the appropriate numbers). The charge for the test is \$80.00.
7. You will receive a confirmation number and directions to the testing center (note these at the bottom of this page).
8. The test is open book, multiple choice, 50 questions, with a 2-hour time limit.
9. The book (Arkansas Contractors Guide to Business, Law and Project Management) is available from the Contractors Licensing Board for \$35.00, which may be purchased with credit card by calling (501) 372-4661, or send a check or money order for \$35.00 and a request for the book to:

**Arkansas Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117**

To order directly from the Publisher, call (623) 587-9354 or complete the order form on the back of this page.

10. No handwritten or additional notes are allowed in the reference book (no letters, words, diagrams, etc.) Highlighting and permanent tabbing is acceptable. Post it notes are not permanent and will not be allowed.

On the day of your examination, you must arrive at the Prometric Center 30 minutes before your scheduled appointment to complete the admission procedures required before your test begins. You must bring the following with you: One official government issued photo identification such as a driver's license, passport, etc. and your Arkansas Contractors Guide to Business, Law and Project Management.

PLEASE BE ADVISED:

- a) You may be given extra manuals when you arrive to take the test. You will only be tested from the Arkansas Contractors Guide to Business, Law and Project Management.
- b) Verify your exam code before you take the test.

Confirmation Number: _____
Appointment Date: _____
Appointment Time: _____

ARKANSAS CONTRACTORS GUIDE TO BUSINESS, LAW AND PROJECT MANAGEMENT ORDER FORM

To order a copy of the *Arkansas Contractors Guide to Business, Law and Project Management*, please complete the order form below, submit a check for the total order amount – payable to NASCLA Publications, Inc. and mail to:

NASCLA Publications, Inc.
23309 N. 17th Drive, Suite 110
Phoenix, Arizona 85027

For credit card orders — *Visa, MasterCard, Discover or American Express* — mail the completed form to the address above or order by:

Phone (623) 587-9354
Fax (623) 587-9625 or
Online @ www.nascla.org

SHIP TO:

Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone (____) _____ - _____ Fax (____) _____ - _____
Email Address _____

METHOD OF PAYMENT:

☐ Enclosed check to NASCLA ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card Number _____ Exp. Date ____ / ____

Name on Card _____ Signature _____

PLEASE SEND:

_____ Copy(ies) of the *Arkansas Contractors Guide to Business,
Law and Project Management* @ \$45.00 each \$ _____

SHIPPING & HANDLING:

\$ 12.00 for one book (\$6.00 for each additional book) \$ _____

TOTAL \$ _____